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December 18, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification for the Board of Supervisors, to add five (5) unclassified positions, to title change one (1) unclassified position, to reclassify 45 positions to implement the results of various classification studies, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

New Classes

Six (6) classes are being recommended for establishment in the County Classification Plan (Attachment A). The unclassified generic series of Administrative Deputy (UC) is being established to provide County departments with the ability to designate their administrative deputy positions as unclassified when a department's organizational structure conforms to guidelines set forth in the County Charter for unclassified positions.

The Departmental Chief Information Officer (DCIO) I and II (UC) are being established as the unclassified counterpart to the existing classified DCIO series. As with the Administrative Deputy (UC) positions, DCIO (UC) positions will be allocated based upon the department's organizational structure and County Charter provisions for unclassified positions.

The Managing Director, John Anson Ford Theatres will direct all program activities and oversee facility operations of the Ford Theatres, and is being established in conjunction with a position reclassification (Attachment B).

Reclassifications

There are 45 positions in four (4) departments being recommended for reclassification as a result of individual position studies (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Title Change

A title change is being recommended to the Executive Director, LAC+USC Medical Center (UC) to expand its utilization beyond the current one position. Specifically, the job description will be changed to provide for two positions – one over the LAC+USC Network and one over the Coastal/Southwest Network - to direct the administration of health service programs for the respective network.

Technical Corrections

Due to timing issues associated with the establishment of the classified Departmental Chief Information Officer I, the Tier II salary change for this classification was inadvertently omitted from the revised Management Appraisal and Performance Plan ordinance as adopted by your Board on June 5, 2007. The recommended salary range change will correct this error.

In addition, your Board approved the reclassification of a Deputy Executive Officer, Board of Supervisors (UC) to a classified Departmental Chief Information Officer I. However, the recommendation should have been to a Departmental Chief Information Officer I (UC). Accordingly, the Board of Supervisors' staffing provision is being amended to correct this error.

FISCAL IMPACT/FINANCING

The projected budgeted cost resulting from these actions is estimated to total \$291,896 (all funds). Net County cost is estimated to be \$85,373. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan, and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	1043	Administrative Deputy I (UC)	N23 R11
Savings/ Megaflex	1045	Administrative Deputy II (UC)	N23 R13
Savings/ Megaflex	1059	Administrative Deputy III (UC)	N23 R15
Savings/ Megaflex	2579	Departmental Chief Information Officer I (UC)	N23 R13
Savings/ Megaflex	2581	Departmental Chief Information Officer II (UC)	N23 R14
Savings/ Megaflex	8806	Managing Director, John Anson Ford Theatres	N23 S9

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	Recommended New Title
8085	Executive Director, LAC+USC Medical Center (UC)	Executive Director, Healthcare Network (UC)

SALARY RANGE CORRECTION

Item No.	Current Title	Current Range	Corrected Range
2575	Departmental Chief Information Officer I	N23 R13	N23 S13

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

BOARD OF SUPERVISORS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Deputy II N23 S13 Non-Represented	Administrative Deputy II (UC) N23 R13 Non-Represented
1	Program Manager I NN 85J Non-Represented	Managing Director, John Anson Ford Theatres N23 S9 Non-Represented

The subject Administrative Deputy II position is being reclassified solely to reflect a change in the classified/unclassified status. The position is being removed from the classified service, and is being designated as "unclassified" based on a review of the department's organization structure and application of guidelines set forth in the County Charter for unclassified positions. We are, therefore, recommending the reclassification of the position to the new unclassified position of Administrative Deputy II (UC).

The subject Managing Director, John Anson Ford Theatres position is assigned to the John Anson Ford Theatres and reports to the Executive Director, Arts Commission. The position directs all the John Anson Ford Theatres' program activities and operations, the annual Holiday Celebration, and the administrative functions necessary to support these activities. In addition, this position develops strategic plans for the facilities and programs, prepares the annual budget for the Theatres and the Holiday Celebration, manages contracts and negotiations for theatre rentals, performs community outreach, supervises the expenditure of funds, and provides technical and administrative supervision to full-time and seasonal staff.

The duties and organizational setting for the subject position are unique compared to assignments typically handled by positions allocated as Program Manager I. To recognize this distinction, we have recommended the creation of the new class of Managing Director, John Anson Ford Theatres (S9), and are recommending the reclassification of this position to this new class.

CHIEF EXECUTIVE OFFICE

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Manager, CEO N23 S15 Non-Represented	Senior Manager, CEO N23 S17 Non-Represented

The subject Manager, CEO position reports to the Deputy Chief Executive Officer of the Public Safety Group, and is responsible for providing ongoing Countywide leadership and disaster planning. These responsibilities include oversight of a \$4.7 million budget, in addition to an Emergency Management Grant of \$1.2 million, and a State Homeland Security Grant of \$19.3 million. The subject position develops comprehensive emergency plans, training, and related programs, as well as manages disaster response and recovery activities for 88 cities, 137 unincorporated communities, and 288 special districts within the County.

The aforementioned responsibilities are consistent with the Senior Manager, CEO classification standards in which positions have direct responsibility for Countywide functions, such as budget analysis; capital projects forecasting and planning; organization, systems, and management evaluation; compensation policy, employee relations; emergency management; legislative policy, development, and analysis of specialized services provided for County departments and districts, contract cities, or the public. Therefore, upward reclassification is recommended.

PROBATION DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Probation Director S12 Non-Represented	Bureau Chief, Probation S14 Non-Represented

The subject Senior Probation Director position reports to the Probation Officer, and has full management responsibility for the Department of Justice (DOJ) Project Management Bureau where it coordinates and oversees the corrective actions undertaken by County departments that are providing services for detained youth in conjunction with the DOJ Settlement Agreement. The subject position also serves as a liaison to the Auditor-Controller, County Counsel, DOJ attorneys, the DOJ-established Monitoring Team, the Chief Executive Office, and the Board of Supervisors to ensure compliance with the terms of the settlement agreement including implementation of corrective action plans and monthly progress reports citing compliance efforts made to date.

The complexity and scope of the aforementioned responsibilities are consistent with those typically assigned to positions allocated at the level of Bureau Chief, Probation, a classification which is responsible for directing, managing, and evaluating the daily activities of a major operating bureau. Therefore, upward reclassification is recommended.

PUBLIC WORKS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
41	Intermediate Stenographer N2N 65B Represented	4 - Secretary IV NN 71F Represented 24 - Secretary III NNV 69F Represented 7 - Secretary II NNV 67F Represented 6 - Senior Clerk NNV 64C Represented

The subject positions are assigned to the various divisions within the department, and provide full-time secretarial and clerical support to a range of management-level positions. Since stenography is no longer required to perform the secretarial and clerical support duties, the aforementioned positions are being recommended for reclassification to generic secretarial and clerical classifications. The levels recommended are based upon the level of supervisor served and the supervisor's overall scope of responsibility consistent with the allocation criteria of the respective classes. Therefore, upward and lateral reclassifications to Secretary II, Secretary III, Secretary IV, and Senior Clerk are recommended.